




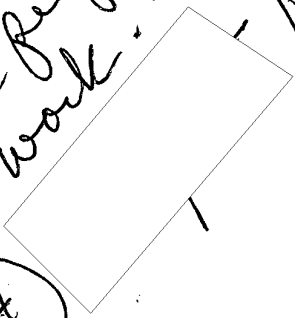


C O N T E N T S

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a

- ① Relationship with loop  
officers assigned to o/c.
- ② Relationship with S/Oc.  
Functions / Resp. of C/Oc/loop
- ③  - deputy? - pure function
- ④ o/c people doing loop
- ⑤  - facilities? PROD
- ⑥
- ⑦

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## AGENDA FOR OL PLANNING CONFERENCE

AIRLIE FOUNDATION  
Airlie, Virginia  
10 and 11 October 1984

10 Oct 1984

0830 - 0900	Arrival and Check-in at "Farmer's House", Airlie	Conference Coordinator
0900 - 0910	Welcome and Opening Remarks	D/L
0910 - 0920	"New Initiatives"	EO/OL
0920 - 1020	"Team Building in OL"	C/PMS and D/L
1020 - 1030	Coffee Break	Conference Coordinator
1030 - 1045	"Data Administration in OL"	C/IMSS
1045 - 1130	"Should OL develop a flexible "Quick Response" support unit?"	C/HOME
1130 - 1215	"Strategy to ensure functional responsibility retention in OL"	C/P&PD
1215-1330	Lunch	"Airlie House"
1330-1400	"Vendor late delivery problem and how to solve it without additional personnel."	C/PD
1400 - 1415	"Contractor Security Issues/ Problems"	C/SS
1415 - 1500	"Availability of Qualified Personnel" "Streamlining Repair and Return"	C/SD
1500 - 1515	Coffee Break	Conference Coordinator
1515 - 1545	Open Session (TBA)	C/RECD
1545 - 1630	"Contingency Planning for ADP"	C/NBPO
1630 - 1715	"Can we develop a strategy for the downside?"	C/NBPO
1715 - 1815	Attitude Adjustment	"Silo" Lounge
1815 - 1930	Dinner	"Airlie House"
1930 --	Evening Session (if needed), TBA	

11 Oct 1984

0800 - 0900	Breakfast	Airlie House
0900 - 1215*	- "New Initiatives for FY-1987" - "Office Objectivbes for FY-1985	All
1215 - 1330	Lunch	Airlie House
1330 - 1445*	- "New Initiatives for FY-1987" (cont'd.) - "Office objectives for FY-1985" (cont'd.)	All
1445 - 15 <sup>00</sup> <del>50</del>	Wrap-up and closing remarks	D/L
1500 --	Depart Airlie	

\*Includes coffee break.

ALL conference sessions will be held in  
the "TACK ROOM" conference building.

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CANDIDATE OFFICE OBJECTIVES FOR FY 1985

New Building Project Office

By the end of FY 1985, gain approval for and institute commuter shuttle bus service between Headquarters and the Rosslyn and/or Ballston Metro station(s). Combine this action with an aggressive advertising campaign to maximize employee utilization of this service.

Information and Management Support Staff

- A. Obtain DDA approval for and assume from ODP the COTR responsibility for all Agency Wang equipment - ODP would continue to provide technical approval on all Agency word-processing equipment acquisitions, but OL would assume the responsibility for all administrative functions related to Wang acquisitions, installations, deinstallations, contract renewals, maintenance issues and maintain the centralized records on property accountability.
- B. Develop, within OL, a BASIC (Wang) analytical/programming capability.

*Can we get ODP to provide equipment to this effect?*

Personnel and Training Staff

Student Intern Program - Develop a student intern program in conjunction with local universities that would permit an individual to work part-time for a specified period in a field related to his/her course of study and earn credits toward graduation. Such a program would augment OL's existing co-op program and provide a greater recruiting emphasis in the metropolitan Washington area schools.

*Good*

Procurement Management Staff

Propose that a study of our CIA procurement system be performed by a qualified outside contractor. The last such study was comprehensive in nature and was performed by the firm Peat, Marwick, Mitchell and Livingston. This study was objective and resulted in major changes to the CIA procurement system, which has vastly improved responsiveness on the part of our procurement system. It is now 18 years since that study was performed and many changes, both internal and external, have occurred. We believe that it is time for a new objective, neutral look at our procurement system. A draft of a Statement of Work has already been provided to the Director of Logistics informally.

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Security Staff

Update the Standard Security Procedures for Contractors security manual dated 01 May 1979. Effect changes in security requirements, where appropriate, and update the various forms contained in the manual.

Headquarters Operation, Maintenance, and Engineering Division

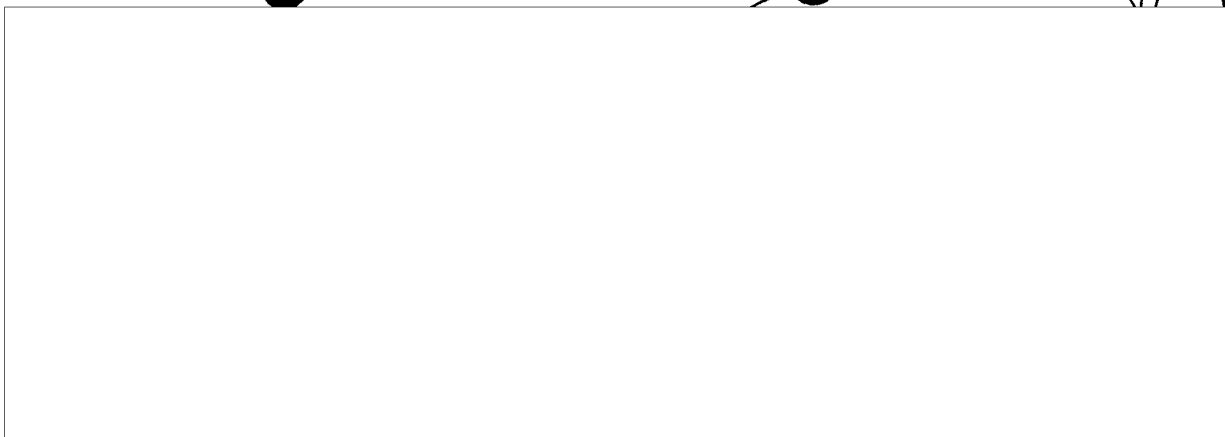
- A. Identify a specific orientation, training, and "public relations" campaign that will enhance the personnel and service oriented image of the Office of Logistics.
- B. Complete Phase I of a multi-phased Integrated Logistics Support System to cover the maintenance and operation (M&O) of the Headquarters complex, including the new building.

Printing and Photography Division

- A. To explore and research available and emerging methods for improved document dissemination and accountability. This objective seeks to increase numbering capability for classified documents and to provide customized control of information for selected "executive" level distribution.
- B. To conduct an Agency-wide survey of publications, printing, duplicating, photographic and graphic requirements in order to determine changes in requirements, which will impact the division with the opening of the new building, and changes in requirements due to technological advances and trends.
- C. To upgrade existing computer-graphic interfaces to enable P&PD designers to electronically capture and enhance original graphic designs produced by customer in VM-type terminals.

Real Estate and Construction Division

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3. It should be noted that renovations paid for by the OL are for Government-standard items such as drapes, carpet, paintings or other items which are associated with the occupancy in a normal office environment.
4. RECD will continue to work with prospective customers to determine their requirements and provide the full range of RECD services as required.

B. Seek a Policy Statement From the DCI to Provide for Direct Leasing of All Real Property for Agency Use

Section 8 of the CIA Act of 1949 provides that the Director may acquire land; construct facilities; and rent, repair and maintain buildings. For many years the CIA, as have other Government agencies, looked to GSA to provide these services. This appeared to be the natural way of proceeding since GSA is designated as the primary Government agency for providing these services.

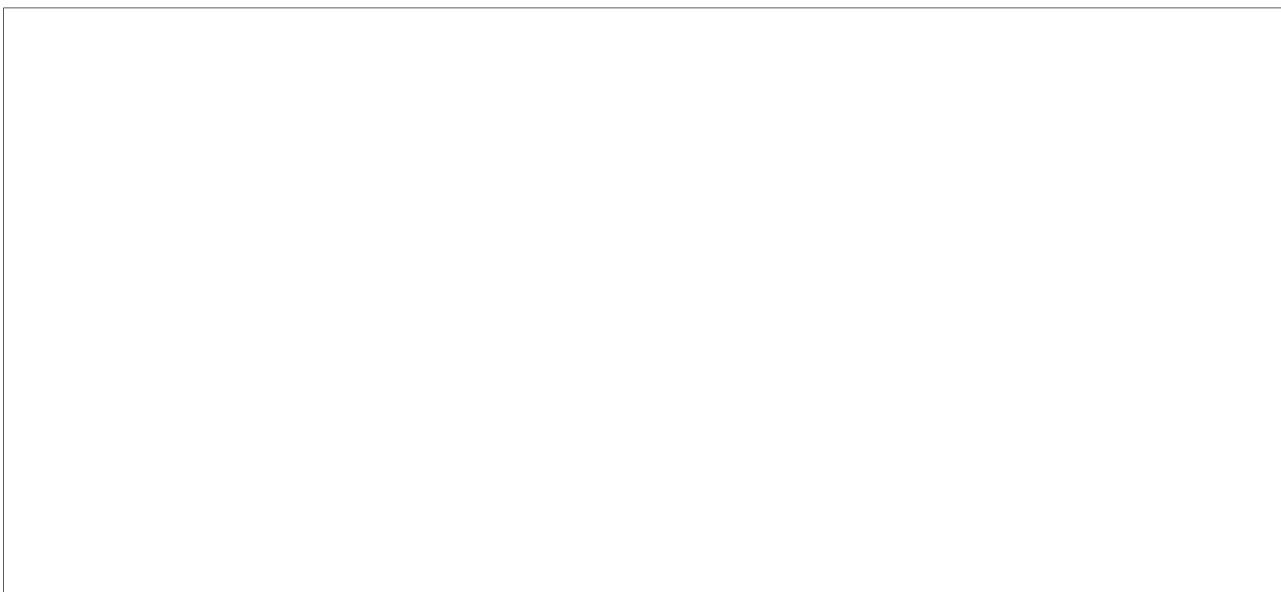
However, as in several other areas where the Agency has been involved with GSA for support, we have found that it is not as responsive as we would like. Several years ago, in an effort to improve response time, the Agency was given a Delegation of Authority by GSA to lease up to 5,000 square feet of space. Despite the CIA Act of 1949, there now exists a well-established precedent for the Agency to levy its real-estate requirements on GSA.

In order for the Agency to be as responsive as it must to support its operational mission, an effort should be made to clarify in a policy position the Director's authority under the CIA Act so that in the future all acquisitions of real estate can be made directly by the Agency.

The purpose of this initiative will be to secure from the Director a policy position which asserts his

authority to do so under the Act. This effort will require the presentation of a policy paper to the DCI with the coordination of the OGC.

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D. Direct Office of Logistics Recruiting and Hiring

To provide OL with ~~top~~-quality personnel interested in logistics as a career.

E. Logistics Strategic Infrastructure

Establish an OL infrastructure at strategic locations

*Regional*

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F. Improve commercial and Agency transportation systems for getting employees to and from work

G. Study Consolidated Logistics Center

Bring together all of the Office of Logistics into a Consolidated Facility.

H. Examine, determine, and assign the relative responsibilities for the management of maintenance and operation of external facilities between HOME and RECD and provide additional staffing required to implement such functions.

Supply Division

A. Examine Type II Property Accountability System - Recent audits indicate that potential problems exist in the

system we use for property accountability. Our objective in FY-85 will be to thoroughly examine this system with the aim of either redefining the entire procedure, increasing the frequency of training classes, or developing a new, simplified automated system that can be used by all Office of Logistics customers. The Audit Staff will be asked to assist in this endeavor.

- B. Explore the possibilities of setting up an upper mid-level rotational program (GS-13/14) for the Office of Logistics which would include without exception selected personnel from all five divisions and major staffs (excluding P&TS, Security, B&F). These would be for a minimum of one-year and, if possible, for a two-year tour.
  - C. Explore the possibility of a significant decentralization of budget control to the division and staff chief level. Determine if each of these major organizational units can be run or considered as a profit center with the respective chiefs having the responsibility as well as the authority for fully managing their budgets based on predetermined standards. Performance can be rewarded or penalized based on predetermined standards, objectives.
  - D. Develop some type of forum where division and staff chiefs can meet to discuss areas of common concern such as personnel, budget, etc.
- project "97"*

#### Procurement Division

- A. Establish a formal acquisition planning program in accordance with the Public Law.
- B. Develop and provide guidance relative to the standardization of specifically identified items within the Agency to assure that standardization is undertaken on the basis of an unusual or abnormal Agency-wide condition or situation, as envisioned by the statutory provision authorizing standardization.